



# ABC Careers

## Marketing Assistant

**Job no:** 501486

**Work type:** Ongoing Part Time

**Location:** Sydney - ALL

**Categories:** Marketing/Communications

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Diversity and Inclusion Plan 2019 - 2022 and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- **Permanent Part-Time vacancy (3 days p/week)**
- **Ultimo, Sydney: Convenient CBD location (near Central Station)**
- **\$60K - \$66K (pro rata) plus 15.4% Nominated Super**
- **Immediate start**

### About the Role

Under the direction of the manager and other senior team members, the Marketing Assistant will:

- assist in duties associated with strategic marketing and content distribution campaigns
- coordinate and brief the creative assets for priority marketing campaigns
- assist with writing, setting up and distributing newsletters and communicating marketing plan activities

### About You

With good communication skills and a can-do attitude, you will also be able to demonstrate:

- previous administrative/ marketing support experience
- the ability to manage own workload to ensure timely completion of tasks.
- the ability to plan and use resources in a cost-effective manner with good attention to detail.
- Qualifications in marketing, publishing or media are desirable (or working towards) however is not essential for the role.

### Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With more than 4,000 employees from diverse backgrounds across more than 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Lead, Indigenous Employment and Diversity.

**For further information on this position please contact Siobhan McGeown, Marketing Specialist via [McGeown.Siobhan@abc.net.au](mailto:McGeown.Siobhan@abc.net.au)**

We are unable to accept email applications; please ensure you submit your application through our online portal.

We respectfully request that Recruitment Agencies do not submit applications for this position.

**For more information on working at the ABC visit:**

**<https://www.abc.net.au/careers/indigenous/>**

For more information on inclusive employee networks within the ABC please refer to ABC LinkedIn and Life Page

**Applications close: 11.55pm, Sunday 14 March 2021**

**ABC  
ON-LINE**